

HOW TO UPLOAD A VIDEO TO AN ENTRY

If you prefer a visual step-by-step guide to uploading your video, including screen shots of each page of the process, please watch the 2012 [video tutorial](#). Some of the information, for example file size, have been updated and the information below is what you should use as your guide.

After you have submitted your entry you will be brought to the payment summary page. You will find a link to the [video upload process](#), click that link. You will also receive an *Emmy® Express – Email Copy of Entry* receipt and the link [to upload your video file](#) will be provided at the bottom to upload your video entry.

Video file upload recommendations:

- The video file size should not be larger than **2 GB** for ease of uploading.
- The video width should be **768 or larger** for a better viewing experience for the judges.
- 1920x1080p or 1280x720p is recommended.
- Videos must be saved as either a .flv (Flash video), .mp4 (MPEG-4, H.264 encoding), .vp6 (True Motion), or .mov (Quicktime MPEG-4, H.264 encoding) file type. There are a few noteworthy formats that are not supported: Quicktime (MOV) files that use the Apple Intermediate Codec (used in Final Cut Pro), DRM protected files from Microsoft (WMV) or the iTunes Store (M4V, MOV), WMV videos using the MSS2 video codec (for screencasting).
- If you are in control of the format, we advise you to always upload videos using: MP4 container format, H.264 video codec, AAC audio codec.

Aspect Ratio

The aspect ratio of the original source video should always be maintained when it's uploaded. Uploaded videos should **never** include letterboxing or pillarboxing bars. The player automatically adds black bars so that videos are displayed correctly without cropping or stretching, whatever the size of the video or the player.

If letterboxing is added to a video before it is uploaded (to create a 4:3 video from a 16:9 master for example), the widescreen player will add pillarbox bars too, resulting in black bars all around the video (windowboxing) and a bad viewing experience.

Upload Attempts

You can only upload 1 video entry at a time. You have 3 opportunities to upload, after 3 attempts you will be locked out and must [contact us](#) to have your upload attempts reset, so you can try again. Patience is key during video uploads.

Step 1: Go to the Emmy® Express Video Upload webpage.

Make sure you have the *Emmy® Express – Email Copy of Entry*. This is where you will reference your Entry ID and submitter's email. Both are essential to begin the uploading process. The email also includes a link to start the [video upload process](#).

Step 2: Select the entry for the video you are uploading.

- Select the Category or sub-category from the drop down box.
- Enter the Entry ID number. Example: *Entry ID 22C-24: 22C (category and sub-category) – 24 (entry number)*

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- Enter the *Entry Submitter Email* address from the entry form.
- Check the box that you *Agree to Terms* of uploading a video.

Step 3: Select your video.

Be sure that you are uploading the correct file type, and click on *Upload*. The screen will change to show a status bar indicating where the video is in the upload process.

Step 4: Upload and encode your video.

Wait for video to upload. Depending on the size of your file it should only take a couple of minutes, however, the longer the entry, the longer the upload process. Uploading the video can take a very long time if the video is more than 2 GB. It could also take a long time if your internet connection is slow. The status bar *might* stop moving, but that *does not* mean the file isn't uploading.

The screen will change once the video is uploaded and begins the encoding process. The status will indicate "processing" until the video is "ready." This process will take on average about 2 minutes for each minute of video to complete the encodings, but can take considerably longer if the server has a backlog of encoding. The video will be encoded to a file that will be judged after the video has been uploaded to the system.

Step 5: Play the video.

When the status shows *ready*, click on the thumbnail or *click here to play video* link to play the video. Watch the video all the way through! What you see is what the judges will see. Make sure your video has audio all the way through. If the link does not appear, there was an encoding problem.

Step 6: Approve or disapprove video.

After watching your video, click on the *Approve or Disapprove Video* link. If the video uploaded and played properly and you are satisfied, select *Approve* and click *Finish*. If you do not approve – select *Reject and Delete*. Your video will be deleted and you can upload your video entry again.

Your video is NOT available to the judges until you approve it!

You have 3 opportunities to upload and approve your video. Once approved, or you've uploaded your video 3 times, you will not be able to upload again. Please *contact us* to have the upload attempts reset so you can complete the process. You will receive an email confirmation once you have completed the upload and approved your video. Your entry is now ready to be judged.

Questions about proper category or rules? Contact our Awards Committee Co-Chairs (*awards@capitalemmys.org*) Jason Gittlen: 202-359-8839 or Amanda Zimmer: 859-420-6153.

Questions about membership or the entry process? Contact Chapter Associate Director (*amckeithan@capitalemmys.org*) Ashlyn McKeithan: 703-234-4055.

Links in this document

- Emmy® Express: http://emmyexpress.com/entry_login.php?c=9
- Upload your video file: http://emmyexpress.com/video_upload.php?c=9